

## Steps to Obtain a Driver's License for Non - US Citizens

- Entry Requirement: A student must be present in the U.S. for at least 10 days and ACTIVE in the KSU system BEFORE they can apply for a driver's license.
- Previous Licenses or Instructional Permits: You should present your Out of Country or International License or Identification card to receive a Georgia license or Identification card. Your license will be returned unless it is a commercial license or permit.

Once immigration documentation is verified with USCIS, a Georgia driver's license or identification card may be issued with an expiration date that matches the I-20 or DS-2019 expiration date. **The cost of the license/ID is approximately \$20.**

### STEP 1: Get Social Security Identification Documents

#### If you do NOT have a Social Security Card:

- Obtain a letter of ineligibility (Form SSAL676) from the Social Security Administration Office located at: **1415 Franklin Rd. SE, Marietta, GA 30067**. You will need to present your I-20 or DS-2019, visa and passport for the letter. Then take the letter to DDS as shown below.
- The IEP Center, every session, provides students with the opportunity to visit the Social Security Office to obtain this letter of ineligibility. We will take a group of students to the Social Security Office on the first Friday, after the start of a new session, at 8:30am. To attend this trip, please sign up on the office bulletin board located in the IEP Center!

### STEP 2: Obtaining a Driver's License and Permit

Present the following immigration documents in person at a DDS Customer Service Center to prove legal presence in the United States:

- Ineligibility Letter from Social Security (**from Step 1**) or Social Security Card if you have one
- Visa
- Valid passport
- I-94 information (You can obtain a copy of this record by visiting <https://i94.cbp.dhs.gov>)
- I-20 (F1/F2) or DS 2019 (J1/J2)
- Support letter from KSU Intensive English Program
- Two proof of residency documents to provide evidence of your current home address. Can include the following:
  - Letter from IEP Center
  - Denial letter from Social Security Office
  - Bill that shows current address such as cell phone bill, water, electric bill, health insurance purchased for the IEP Center
  - US Bank Statement that shows your current address
- Refugees and Asylees: I-94 only (no passport required) or Refugee Travel Document (I-571)

### Nearest DDS Customer Service Centers

#### Marietta Customer Service Center #56

1605 County Services Pkwy  
Marietta, GA 30008

Tuesday - Friday 7:30am - 6:30 p.m.  
Saturday 7:30 a.m. - 12 noon

#### Kennesaw/Acworth Driver Services

3690 Old 41 Highway NW  
Kennesaw, GA 30144

Tuesday - Friday 7:30am - 6:30m  
Saturday 7:30-am – 12 noon

## Denial of Driver's License

If you are denied, check with the IEP Center to make sure you are ACTIVE in the SEVIS system. In some cases DDS SAVE verification of immigration status may take several days or several weeks. Until verification by USCIS, DDS is unable to issue a driver's license or identification card. If the verification was unsuccessful, the customer will be given a form with instructions and time frames to contact USCIS or return to the Customer Service Center at a later date.

## Driver's Permit vs. License:

**NOTE: You will receive a driver's permit first. You may not drive alone with this permit!**

In the United States, before a person receives a driver's license he receives a permit which has rules that a full license does not have. Permits are given to individuals who are "learning" to drive for the first time. The permit requires that you ride with someone who has a full license for a certain period of time before you can drive alone. **DO NOT DRIVE ALONE WITH YOUR PERMIT.** You have to have the LICENSE. If you have any questions or concerns, please check with the IEP Center.

## STEP 3: After Receiving Your Driver's License and Auto Accidents

### Insurance Liability

- **Any car that a student drives must be covered by auto insurance**
- **If you rent a car opt to buy rental insurance from the car rental venue**
- Insurance is in the name of the person who owns or drives the car
- Make sure you have insurance, before you drive any car.

- If you are riding with another person, please make sure the owner of the vehicle has an insurance policy which covers passengers in the car.
- If you are borrowing another person's car to drive, it is **not** likely that you are covered by the auto insurance of the owner.
- Do not drive another person's car without knowing whether the insurance will cover you for any accidents or damage.

## Insurance Payments

- You must continually pay an insurance bill, this is called a premium - which is the cost of auto insurance
- **Deductible** - Amount of money you must pay if you get into an accident
- **Collision Policy** - If you want insurance to cover the repairs to your vehicle if you have an accident, add on collision insurance. This policy is usually optional and is usually needed.

## How much insurance should I buy?

- Buy enough insurance coverage so you can pay for repairs or hospital bills if you have an accident and to cover all parties involved in the accident.
- Your auto insurance company or the rental venue can advise you on how much coverage you may need

## Important Reminders

- Follow all laws and regulations of driving in the state of Georgia and the United States! You can find a copy of Georgia laws and regulations by visiting the GA driver's manual here:

[www.dds.ga.gov/drivers](http://www.dds.ga.gov/drivers)

- Do not drive while intoxicated (or drunk) or while you or other persons are drinking alcohol.
- **If you are stopped by a police officer while driving under the influence of alcohol or drugs, your visa will be revoked or cancelled.**
- **Do not text and drive at the same time, it is illegal in the State of Georgia and you can be arrested and sent to jail.**
- If you are in an accident, call the police immediately and wait until they arrive. **DO NOT LEAVE** an accident site! Never leave an auto accident site until police arrive.
- If you are pulled over by a police officer and given a citation, cooperate fully and **inform the IEP Center as soon as possible.**

